

MFASIS ACCOUNTING SYSTEM

Receivable Credit Memo

Function: Process Receivable Credit Memo

OBJECTIVE:

To process Receivable Credit Memo on the MFASIS Accounting System.

SOURCE DOCUMENTS NEEDED:

- (under development)

PROCEDURES:

See User Procedure Section

SYSTEM INPUT:

See System Input Section

SCREENS TO BE USED:

- (under development)

MFASIS ACCOUNTING SYSTEM

RECEIVABLE CREDIT MEMO
NARRATIVE

Function: Process Receivable Credit Memo

NARRATIVE

(Under development)

Accounting Activities

(Under development)

MFASIS ACCOUNTING SYSTEM

RECEIVABLE CREDIT MEMO
FORMS

Function: Process Receivable Credit Memo

FORMS

A. (UNDER DEVELOPMENT)

B. (UNDER DEVELOPMENT)

C. (UNDER DEVELOPMENT)

Function: Process Receivable Credit Memo

USER PROCEDURES

BOP AND BAC ONLY

A. (TO BE DEVELOPED)

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1.		
2.		
3.		

ON-LINE AND OFF-LINE AGENCIES

B. (TO BE DEVELOPED)

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1.		
2.		
3.		
4.		
5.		

MFASIS ACCOUNTING SYSTEM

RECEIVABLE CREDIT MEMO
FORMS

C. (TO BE DEVELOPED)

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1.		
2.		
3.		

MFASIS ACCOUNTING SYSTEM

RECEIVABLE CREDIT MEMO FORMS

FUNCTION: DOCID: RM 01A 480519002 06/05/98 10:16:16 AM
STATUS: ACCPT BATID: ORG:
H- RECEIVABLE CREDIT MEMO INPUT FORM

RM DATE: 06 03 98 ACCTG PRD: BUDGET FY:

ACTION: M BILLING CODE: PIP
RE DUE DATE: 05 19 98 OFF BLD REC ACCT: 0022
RE TYPE: INSTRUCTION CODE:
COMMENTS:

DOCUMENT TOTAL: 25.00
CALCULATED DOC TOTAL: 25.00

CUSTOMER CODE: 01APIP0673 THIRD PARTY FLAG: N
NAME: H. CHAMBERLAND & SONS
ADDRESS: 816 MAIN ST.

CITY: ST. AGATHA STATE: ME ZIP: 04772 -

FUNCTION: DOCID: RM 01A 480519002 06/05/98 10:16:40 AM
STATUS: ACCPT BATID: ORG: 001-001 OF 001

LINE REV FUNC JOB REPT
NO FUND AGCY ORG/SUB ACTV SRC/SUB APPR UNIT TION OBJ/SUB NUMBER CATG

BS RATE NUMBER
ACCT CODE UNITS UOM AMOUNT I/D DESCRIPTION

01- 01 014 01A 7223 2692 01
25.00 RECEIVABLE CREDIT MEMO

02-

03-

04-

05-

06-

MFASIS ACCOUNTING SYSTEM

RECEIVABLE CREDIT MEMO FORMS

RECEIVABLE CREDIT MEMO (RM)

The Receivable Credit Memo (RM) document modifies or cancels a Receivable (RE) document. The **Transaction ID** of the Receivable Credit Memo (RM) must match the **Transaction ID** of the Receivable (RE) you are referencing in order for the system to correctly infer the protected fields

Field	Description
Date of Record	Defaults to the current date. Enter the date (<i>mm dd yy</i>) of the receivable credit memo.
Accounting Period	Default is inferred based on Date of Record . Ensure that you enter an open period and that it is not a future period.
Budget FY	Default is current fiscal year. Ensure that you enter an open budget fiscal year and that it is not a future fiscal year.
Action	Optional. Defaults to Modification [M] . Valid values are: Modification [M] Modification of a previously entered document. This allows decreases to existing line amounts.
Billing Code	The billing code that identifies the billing profile for invoice or statement generation is displayed. This field is inferred from the original Receivable (RE) document.
RE Due Date	The date when payment for the receivable is due is displayed. This field is inferred from the original Receivable (RE) document.
Offset Billed Receivable Account	The balance sheet account used to record the offset entry is displayed. This field is inferred from the original Receivable (RE) document.
RE Type	The type of the receivable is displayed. This field is inferred from the original Receivable (RE) document.
Instruction Code	The instruction code used to specify that the document needs special instructions printed on an invoice is displayed. This field is inferred from the original Receivable (RE) document.
Comments	Description of the document is displayed. This field is inferred from the original Receivable (RE) document.
Document Total	Required. Unsigned net amount of all lines entered on the document. Equal to the total of all line amounts.
Calculated Total	The system computed total of the line amounts is displayed.
Customer Code	The customer credited is displayed. This field is inferred from the original Receivable (RE).

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Third Party	If selected [Y], a third party is billed. This field is inferred from the original Receivable (RE) document.
Name	The corresponding customer name is displayed. This field is inferred from the original Receivable (RE) document.
Address, City, State, Zip	The customer address and zip code information is displayed. This field is inferred from original Receivable (RE) document.
Line Information	
Line	Required. Enter a unique number for each document line. This field must match the line number of the original Receivable (RE) line that you want to modify.
Fund	The fund code for which revenue was earned is displayed. This field is inferred from the original Receivable (RE).
Agency	The agency for which the revenue was earned is displayed. This field is inferred from the original Receivable (RE) line.
Org/Sub	The organization and sub-organization for which the revenue was earned is displayed. This field is inferred from the original Receivable (RE) line.
Activity	The activity for which the revenue was earned is displayed. This field is inferred from the original Receivable (RE) line.
Rev Source/Sub	The revenue source and sub-revenue source for which the revenue was earned is displayed. This field is inferred from the original Receivable (RE) line.
Appropriation Unit	The unit of appropriation associated with this line is displayed. This field is inferred from the original Receivable (RE) line.
Function	The function associated with this line is displayed. This field is inferred from the original Receivable (RE) line
Object/Sub	The object and sub-object associated with this line are displayed. These fields are inferred from the original Receivable (RE) line.
Job Number	The project number associated with this line is displayed. This field is inferred from the original Receivable (RE) line.
Reporting Category	The reporting category associated with this line is displayed. This field is inferred from the original Receivable (RE) line.
BS Account	The balance sheet account associated with this line is displayed. This field is inferred from the original Receivable (RE) line.
Rate Code	The code used to define the billing rate per unit of measure is displayed. This field is

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RECEIVABLE CREDIT MEMO FORMS

	inferred from the original Receivable (RE) document.
Number of Units	Conditional. Required if Rate Code was entered on the original receivable line. Enter the number of units of the decrease to the original Receivable (RE) line.
Unit of Measure	The unit of measure of the goods purchased by the customer is displayed. This field is inferred from the original Receivable (RE) document.
Amount	Required. Enter the dollar amount of the decrease to the original Receivable (RE) line. The decimal point is optional, but you must enter two decimal places for cents.
Inc/Dec	Decrease [D] or Default [blank] is displayed. Regardless of the default or entry selected by the user on the original Receivable (RE) document, this field will have the effect of a Decrease [D] .
Description	The description associated with this line is displayed.